View Business Reports: Deposit History by Status

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* page appears.
4. Enter the search criteria you would like to view.
   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Status**, *required*
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.